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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Comptroller

DATE: 3 August 1953

FROM : Management Officer

SUBJECT: Suggestion for the Improvement in the Preparation of Travel Vouchers.

1. Chats with various members of the Agency staffs indicate that many of those traveling have a great deal of trouble in preparing their travel vouchers. These vouchers, as you know, can at times become quite complicated. The result is that they take up a great deal of the time of the administrative officers of the various units or vouchers are submitted which are inaccurate or totally inadequate.

2. The result is that your Finance Division is burdened with unnecessary work. Vouchers coming into the Finance Division should be complete and ready for whatever action it is necessary to take. Also, there are a number of Agency employees in various elements of the organization engaged in the preparation of travel vouchers. I believe the above is a waste, and could be reduced by centralizing this function in the Central Processing Branch of Personnel. I suggest this Branch, because it is set up to help travelers and they do help those outgoing, and there seems to be no reason why they shouldn't help those incoming. As a matter of fact, during a recent meeting of the Chief of Finance, this subject was discussed to a limited degree. It was the feeling of those present that the centralizing of this function would not only result in the decrease of personnel engaged in this function, but also in the number of vouchers returned by the Finance Division because of faulty preparation. It seems to me that the Central Processing Branch of the Personnel Division could very properly be designated as the logical place for such centralization.

3. If, with your knowledge of vouchers and finance, the above idea seems to have possibilities, I will have a survey made and work up the appropriate staff study.

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W. L. PEEL~~RESTRICTED~~  
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